DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C 763

Page 1 **of** 2

Agency		
Washin	gton	County

Division/Unit

Item No	D		1
	Description		Retention
1	General file -consists not limited to: correspondence; permits; b information; oath of office; resolutions; transcripts; studies; inventory list; training material; purchase of	impact for	Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
2	Land convey files -contains but not limited to: newspaper ads (intenticonvey land); notice of intention to convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing; board of zoning appears to the convey land, correspondence, site drawing to the correspondence and convey land, correspondence and corresp		Screen annually. Destroy material having no further administrative, fiscal, legal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Transfer periodically to the Maryland Archives.
3	Rezoning hearings (originals) - correspondence, gr blasting programs, resumes, case files, application amendments, zoning maps, handwritten notes, cass application for amendment, site drawings, photos	for map	Permanent. Transfer periodically to MD State Archives
Approved b	by Department, Agency or Division Representative	Schedu	le Authorized by State Archivist
Date	June 21, 1999	Date	JUL 2 0 1999
Signature	Jai L. Bithrey	Signatu	re Shoul C. Japanper
Type Name	e Joni L. Bittner		
Title ·	County Clerk		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

n ... ji •

Schedule No. CT63

Page 2 of 2

	(CONTINUATION SHEET)	1 4 5 2 01 2
Item No	Description	Retention
4	Correspondence reading file: correspondence sent and received by the County commissioners	Retain for three (3) years, then destroy
5	Meeting minutes - cassette tapes	Retain for one (1) year, then reuse.
6	Closed session minutes of Commissioners meetings	Permanent. Transfer periodically to the MD State Archives
7	Board of County Commissioners minutes of meetings; resolutions; ordinance	Permanent. Transfer periodically to the MD State Archives
÷		
		-

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.C BOX 275 - JESSUP, MARYLAND 20794	Page D Of
	P.O BOX 213 - JESSOF, MARTINIO 20181	
1. DEPARTMENTIAGENCY	2. DIVISION COUNTY	3. UNIT
WASHINGTON CO.	COMMISSIONETS.	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE GENEVAL	Eile	5. EARLIEST YEAR ! LATETEST YEAR
WENCIAL	1110	HAR. CUTEOT
(346 Vect)		1984
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		
	Not LIMITED TO.	7 1
PERMITS: Budge	et INFORMATION	o. OAHHOF
Office: Reso	INTIONS; TRAX	DECRIPIE;
IMPROT FEES S	Tudys ; lover	story LIST:
TRAINING MATE	erial; Purcha	ase orders;
ETC. (over)		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
- Cetter Size	- Alphabetical	& File Drawer(s) U Microfulm Rear (s)
O Legai Size O Computer Tape	O Numerical	O Computer Tape (s) Other (Specify)
□ Bound Book □ Floppy Disk	© Chronologicel	Number CUFF.
🗆 Audio Tape 💢 Video Tapa	. Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	D Other (Spacify)	□ File Orawer (s) □ Microfilm Reel (s)
,		☐ Computer Tape(s) ☐ Other (Specify)
	Subvect	Number
44 50 5 6 1050	48 - 24 - 24 - 24 - 24 - 24 - 24 - 24 -	Nource.
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
□ Deily □ Weekly □ Monthly	Number :	donth(s) O Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes specify agency or office)
AMINIBISY- 2nd Floar	7	
BASEMENT		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	(5) 16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	-1 0 1
describe any hardware/software}	USE Colors	Life Retention
. U Yes U No	VIA GENEI AL	- ITE WALLE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

SANITORY COMMISSIONS BOND ISSUE.

Sheriff'S SALE (UNCLAIMED) Agency
PACKETS. HUARD Applications. Financial
Disclosure, Intervet, Annal Control Reports,
Legislative ISSUES. UNION ISSUES.

State of County Prestentations; Landfill;

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WAIERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 5 01
	Reguestes	
1. DEPARTMENTIAGENCY WASHINGTON CO.	2 DIVISION COUNTY COMMUSSI DIVERS.	3. UNIT
DEFINITION - Records Series - A group of related recei	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE LAND CONV	ey Files	5. EARLIEST YEAR / LATETEST YEAR
	<i>,</i>	/ 98/7 0
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	_//	7
	LIMITED TO: N	
Ads. (Intextie	DOTOCONVEYL	mind!
OF INTENTION	to convey L	Training.
Correspond	ence-sited	Drawing.
BOARD OF ZON	I'NY APPEALSI	ecisible;
/	/	
	: · · · :	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
E Letter Size	a Aphabetical	G File Drawer(s) Microfilm Reer (s) Computer Tape (s)
□ Legal Size □ Computer Tape	O Numerical	Other (Specify)
© Bound Book © Floppy Disk	© Chronological	Number Chart
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION D File Drawer (3)
O Other (Specify)	D Other (Specify)	D Microfilm Ree! (5) D Computer Tape(5)
		Other (Specify)
		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
a Daily a Weekly a Monthly		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)
ASKINO, Blog-BANT FLOOR	0 Yes C No	
DHECMED!		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	
□ Yes □ No	use General File Retention	
18. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		AGENCY RECORDS INVENTORY
		Page 01
1. DEPARTMENT/AGENCY	2 DIVISION COUNTY	3. UNIT
MASSINGTONCO.	COMMISSIDNERS.	
DEFINITION - Records Series - A group of related recei	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
1. RECORD SERIES TITLE REZONING HEARINGS		5. EARLIEST YEAR I LATETEST YEAR TO CHETTERTY
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	a the purpose or function of the Series)
Correspondence;	Graphs; BLAS	Ting Programs;
MESUMES. CAS	e File- Applic	ATION FOR MAD
AMENDMENTS-	Zowing MAP	5- HARRIOTITED
NOTES; CASSET	TETADES: APP	KICATION FOR
Amendment-	SITE DENLOVE	15: PHOTOS
	in eliming	
7. RECORD SEBIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
D Letter Size D Microfilm	Alphabetical	File Drawer(s) Microfilm Reer (s)
O Legal Size	9 Numerical	Computer Tape (s) Computer Specify)
© Bound Book © Floopy Disk	D Chronological	Nymber CW-FT.
□ Audio Tape □ Video Tape	. G Geographical	10. ANNUAL ACCUMULATION
The Breity	G. Charles (Decede)	D File Drawer (s) D Microfilm Ree! (s)
Loose Leaf Bruders	other (specify)	C Computer Tape(s) C Other (Specify)
LUDENEL KING	HEATING NO.	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly		Month(4)
S Daily S Monthly	Number	Montal(a) C rear(b)
19. CURRENT LOCATION(S) (Eldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (If yes, specify agency or office)
AMINO-BIAG-2221/000 O Yes ONO		€ No
BASCHENT	44 112 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ Starle □ F	Federal a Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION PERM	ANENV. TRANSE
describe any hardware/software)		o the md.
. O Yes O No	State ARKHIV	25
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

(NSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENTIAGENCY WASHINGTON CO	2 DIMISONCOUNTY COMMISSIDNETS	3. UNIT
DEFINITION Records Series - A group of related rece	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CONTESPONDATENCE 5. E.		5. EARLIEST YEAR I LATETEST YEAR SOLUTION TO THE STATE OF THE STATE O
6. RECORD SERIES DESCRIPTION Perietly describe the types of COrrespondence Co	information/documents/forms found in the Series. Included	the purpose or function of the Series; eived by the
Co. Commissi	DNETS	
· · · · · · · · · · · · · · · · · · ·		
7. RECORD SERIES FORMAT(S) -2 Letter Size	8. RECORD SERIES SEQUENCE C Alphabetical O Numerical	9. VOLUME ### File Drawer(s) ### Microfilm Reer (s) ### Computer Tape (s) ### Other (Specify)
□ Bound Book □ Floppy Disk	to Chronological	Number CHAFT
☐ Audio Tape ☐ Video Tape ☐ Other (Specify)	© Geographical © Other (Spacify)	10. ANNUAL ACCUMULATION D File Drawer (s) D Microfilm Reel (s) D Computer Tape(s) D Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly a Monthly		Month(s) 🗆 Year(t)
13. CURRENT LOCATION(S) (BIDG. Floor, ROOM) HAMIN. BISG - ZWA FLOOR BASCIMENT.		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) 16. AUDIT REQUIREMENTS	
D Yes D No	□ None □ Starte □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	$\mathcal{L}_{\mathcal{L}}}}}}}}}}$	
□ Yes □ No	Then Destro	4
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C 80X 275 - JESSUP, MARYLAND 20784	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY WASHINGTON CO.	2 DIVISION COUNTY COMMISSIONERS	3. UNIT
DEFINITION - Records Series - A group of related recei	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE MEETING,	Ment MINUTES	5. EARLIEST YEAR / LATETEST YEAR 1998 TO CHITCH
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
CASSETTE TAPES OF MINUTES OF COMMISSIONERS		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
C Letter Size Computer Tape Bound Book C Floppy Disk	Alphabetical Numerical Chronological	De File Drawer(s) Microfilm Ree (s) Computer Tape (s) Other (Specify)
a Audio Tape Differ (Specify) Differ (Specify)	G Geographical G Other (Specify)	10. ANNUAL ACCUMULATION D File Orawer (s) D Microfilm Reel (s) D Computer Tape(s) D Other (Specify)
		NUMBE:
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) C Year(t)
13. GURRENT LOCATION(S) (BIDD. Floor, ROOM) ASMING BYAY-ZNATZOOT	14. 15 RECORD SERIES DUPLICATED ELSEWHERE? (If yes. specify agency or office) C No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes D No	:	ederal O Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) U Yes U No	18. RECOMMENDED RETENTION PERSONAL TO THE PERSONAL PROPERTY TO THE PERS	ANCOT TANNSTER
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

3010 550A (Davised 1/01)

RETAIN FOR 8 YEARS, THEN DESTROY

		The state of the s
INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.C BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of
1. DEPARTMENTIAGENCY WASHINGTON CO	2 DIMISSION COUNTY COMMISSIONETS.	3. UNIT
DEFINITION Records Series - A group of related rece	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE CIOSED SE BOHRS OF County Co	MMISSIONES	5. EARLIEST YEAR / LATETEST YEAR PRESENTE
6. RECORD SERIES DESCRIPTION (Briefly describe the types of MINUTES From C) MEETINGS.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME G File Drawer(s)
O Letter Size O Microfilm	D Alphabetical	☐ Microfilm Rest (s)
□ Legai Size □ Computer Tape	9 Numerical	Computer Tape (s) Other (Specify)
		Number Clar F.T.
	© Chronological	10. ANNUAL ACCUMULATION
Audio Tape Uvideo Tape	G Géographical	D File Drawer (s)
G-Other (Specify)	Other (Specify)	☐ Microfilm Ree ⁽ (s) ☐ Computer Tape(s)
Loose Leaf Bilders	DATE	O Other (Specify)
	0.,,0	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
13. CURRENT LOCATION(\$) (Bidg. Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes specify agency or office)
HAMIN. BILG-JUZI PLOOP	G Yes C No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes D No	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION PERMANENT. TRANSFER PETIONICALLY TO THE MID. STATE	
G Yes D No	ARCHIVES.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PC BOX 275 - JESSUP, MARYLAND 20784	AGENCY RECORDS INVENTORY
someone (nos sur I)		Page _3 Of
1. DEPARTMENTIAGENCY	2 DIMSION COLUMNY	3. UNIT
DEFINITION - Records Series - A group of related rece	rds normalic fied and mad so a milt for reference as	well as retention and disposition purposes
		5. EARLIEST YEAR I LATETEST YEAR
COMMISSIDNERS MIN	, ,	1965:0 CUITENT.
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;
Minutes of th	e Alivate Med	etings of
County Commi	SSIDNERS; RE	esolutions;
OBDINANCE;		
years prior to 1965 Are stored in the		
Western Marylan	ed Room AT for	Helibrary.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
O Letter Size O Microfilm	□ Aˈphabetːcal	D File Drawer(s) D Microfulm Reer (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tape (5) Colher (Specify)
Bound Book 🗆 Floppy Disk	□ Chronological	Number CM FT-
🗅 Audio Tape 😊 Video Tape	© Geographical	10. ANNUAL ACCUMULATION
Solher (Specify) 10 X /5	© Other (Spacify)	D File Orawer (s) D Microfilm Reel (s)
	Duto	© Computer Tape(s) © Other (Specify)
	DATE	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		Maryle) B Maryle)
5 July 5 Hearty 6 Montaly	Number	Month(s) C Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E7 (if yes specify agency or office)
ASMID. Bldg-BUST LOOP	d Yes c No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
D Yes D No	□ None □ Slafe □ F	ederal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION PET MANCEUT, TRANSFER PETUDICALLY TO THE MID STATE	
. 🗆 Yes 🗆 No	AKCHIVES.	INC THE SITTE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE